Ref. No. 77-MG-2020  
22-04-20XX

To whom it may concern

It is to certify through this letter on behalf of Pioneer Seeds Regd. that Mr. Anderson has worked with us as a staff car and package carrier driver for ten years. He was to perform different functions here such as driving the cars of higher management company officials on various occasions. His secondary duty was to collect various packages and transporting them to the market. Throughout his stay with this company, he maintained a logbook to record his traveling hours. In addition, he also used to perform routine checks of the vehicle on a daily basis.

He has been issued a valid and certified license. He was equally good at driving manual and automatic cars and heavy vehicles. He has been gifted with outstanding driving skills and his accident record is zero. In this way, he never gave us a chance to complain because he was aware of traffic rules and always abide by road safety laws.

Although his duty time was 8 hours he was also available to the company during extra hours in case of emergency. Every time we called him, he was available and showed flexibility regarding his duty hours. Owing to such an attitude, he was equally famous among all staff members including higher management officials and he really proved himself as a blessing to our company.

I can say with full confidence that he is trustworthy, disciplined, well- mannered and a nice person having a good sense of humor. He will prove himself an asset wherever he goes. I wish him the best of luck for the future.

General Manager  
Pioneer Seeds Pvt. Ltd.  
Michigan, USA